

**VACANCY NOTICE
FINANCIAL ADMINISTRATOR**

**CLERK'S OFFICE
United States District Court
for the District of Columbia
Washington, D.C. 20001**

March 25, 1998

The Clerk's Office is now accepting applications for the position of Financial Administrator. This position is located in the Administrative Services Division. The incumbent reports to the Chief Deputy for Administration. Current employees of the office should express their interest by submitting the Clerk's Office Application for In-House Positions to the Personnel Office in room 1820 by noon, March 31, 1998. No closing date has been set for receipt of applications from outside applicants. The incumbent is responsible for safekeeping, depositing, accounting, and reporting of monies received by the court. Responsibilities include managing and overseeing day-to-day operations of accounting functions; maintaining and analyzing accounting records, consisting of a cash receipts journal, registry fund, and deposit fund, as well as subsidiary ledgers for allotments and other fiscal records. The incumbent is also responsible for supervising four employees who provide assistance in the areas of finance, accounting, attorney admissions, and naturalization activities and duties. The duties assigned to the incumbent of this position require interaction with judges and other high level administrators within the Circuit.

QUALIFICATIONS: Must have at least three years of progressively responsible experience which provides evidence that the incumbent has knowledge, skill and abilities in the functional areas of budgeting, accounting, fiscal management, auditing, and financial reporting. Experience must demonstrate that the incumbent has excellent interpersonal skills and the ability to communicate well both verbally and in writing.

CLASSIFICATION/SALARY: CL-28 (\$37,643 - \$61,200 per annum) depending on qualifications. The salary and classification are equivalent to the GS-12 level in Federal Civil Service employment. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

To apply send cover letter and detailed resume, including salary history to:

Clerk's Office
Attn: Human Resources Department (1820) Ann:#98-10
E. Barrett Prettyman Courthouse
333 Constitution Avenue, NW
Washington, D.C. 20001

THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA IS

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER